



TOWN OF AURORA

HERITAGE PERMIT GUIDE

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1.0 HERITAGE PERMITS

1.1 Introduction

A Heritage Permit is intended for properties designated under either Part IV or Part V of the *Ontario Heritage Act* in order to perform certain forms of maintenance, work, contracting, landscaping, or otherwise which impacts a heritage resource.

Heritage Permits are intended to guide proposed alterations to heritage properties and conserve the designated heritage resources of the Town. Additions, changes, renovations, and even regular maintenance can have an impact on designated heritage resources over time. The use of Heritage Permits allows for the proposed work to be reviewed so that it is appropriate for heritage conservation – meaning that the reasons for which the property was designated are not diminished and the integrity of the property is upheld.

Owners need to apply for Heritage Permits when the proposed work is likely to affect the designated heritage attributes of the property. Also, proposed works requiring Building Permits and Site Plan Approval for proposed works on properties in a Heritage Conservation District (Part V of the *Ontario Heritage Act*) or properties individually designated (Part IV of the *Ontario Heritage Act*) require a heritage permit prior to the issuance of a Building Permit or Planning Approval.

Heritage Permits *do not* take the place of Building Permits – Please inquire with our Building Division before any work is carried out in order to ensure all required permits and approvals are obtained.

1.2 Work Which Typically Requires a Heritage Permit

The following list represents examples of types of work which require a Heritage Permit:

- Replacing siding;
- Additions;
- Hard Landscaping (such as retaining walls);
- Removal of large architectural features (such as porches);
- Cleaning or re-posting masonry (a lime rich mortar is recommended for older homes);
- Replacement of windows or doors on elevations visible from the street;
- Removal of architectural building elements (e.g. shutters, doors, trim, etc.);
- Demolition of a structure or part of a structure (including garages and outbuildings);
- Addition of outbuildings (such as patios) which are readily visible from the street; and
- New signage.

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1.3 Work Which Typically Does Not Require a Heritage Permit

In accordance with Section 41.1 (5)(e) of the *Ontario Heritage Act*, Council has determined the following cases of alterations to be minor in nature, and do not require a heritage permit:

- Any interior work except that which effects external appearance;
- Repairs to roof, eaves troughs, chimneys (using like materials listed in Section 9.8 of the Northeast Old Aurora Heritage Conservation District Plan);
- Repair and restoration of original elements using like materials;
- Caulking, window repair, weather stripping, installation of storm doors and windows;
- Minor utility installations, including small satellite dishes
- Painting;
- Fencing, patios, garden and tool sheds, gazebos, dog houses and other small out buildings that are not visible from the street;
- Lighting, flagpoles;
- Planting and light landscaping;
- Removal of trees smaller than 200mm, and any other vegetation on private property;
- Extension of residential parking pads not in front or flanking yards readily visible from the street;
- Ramps and railings to facilitate accessibility, gates installed for child safety;
- Repair of utilities and public works; and
- Installation of public works that are in compliance with the guidelines in the Heritage Conservation District Plan.

1.4 Preferable Types of Alterations

Detailed policies and examples of preferred alterations to designated heritage properties are found in the Northeast Old Aurora Heritage Conservation District Plan. While this plan applies to the designated Northeast Old Aurora Heritage Conservation District Plan, it outlines best practices which could be applied to other designated building for guidance purposes. For additional information, please contact Heritage Planning. This will ensure quality in conservation and compliance with the *Ontario Heritage Act*. The Northeast Old Aurora Heritage Conservation District Plan can be found on the Town's website, under Planning and Development Services, Heritage Planning.



1.5 Evaluation and Approval of Heritage Permits Evaluated

Heritage Permits are evaluated based on the goal of keeping the integrity of the designated heritage resource intact. Heritage Permits are evaluated in terms of mitigating potential threats to heritage resources and conserving the significance of the designation.

Application Forms are first reviewed by Heritage Planning in order to determine the required method of approval. Applications which are either minor in nature or in conformity with the Heritage Conservation District Plan may be considered for approval by the Heritage Planner. More complex items are directed for review by the Heritage Advisory Committee of Aurora. All recommendations made by the Heritage Advisory Committee are considered by Council.

1.6 Submission Requirements for a Heritage Permit

Complete the Application Form and include all relevant information regarding the proposed work which may include:

- Site Plans;
- Drawings/Sketches;
- Elevations;
- Architectural or Engineering Plans; and
- Photographs (Historic and/or Recent).

Pre-consultation is available to anyone who would like to discuss their proposed work prior to submitting a Heritage Permit Application Form. If an Applicant is unsure as to whether or not a Heritage Permit is required, please contact Heritage Planning.

2.0 HERITAGE PERMIT PROCESS

2.1 Heritage Permit Approval Process Overview

If the Heritage Permit Application is not considered minor in nature, or is not in conformity with the Plan for the Heritage Conservation District, the Heritage Permit Application is brought forward to the Heritage Advisory Committee to provide recommendation to Council. In this instance, Heritage Planning prepares a report for consideration by the Heritage Advisory Committee detailing the Application. Any relevant background information is provided to the Heritage Advisory Committee in order to make an informed decision. Heritage Planning may provide recommendations to the Heritage Advisory Committee. The Committee considers the Application and all relevant background information and either approves, denies, or approves the application with conditions. The recommendations made by the Heritage Advisory Committee are then considered by General Committee, and Council. Council makes the final decision and will either approve, deny, or approve the Application with conditions.

2.2 Heritage Permit Application Submission

- 1) An Applicant contacts Heritage Planning staff to arrange a pre-consultation meeting to discuss proposed work, if necessary.
- 2) If pre-consultation is necessary, the Applicant meets with Heritage Planning.
- 3) Applicant submits the Heritage Permit Application and all required documents (such as photos and elevations) to Heritage Planning.
- 4) A Notice of Receipt is issued to the Applicant, indicating that Town Staff has received the Application and all required documentation and that the Application is found to be complete.
- 5) Heritage Planning reviews the Application and determines the appropriate process, where:
 - a) Heritage Permit Application is reviewed by Staff; or
 - b) Heritage Permit Application is forwarded to the Heritage Advisory Committee. Recommendations made by the Heritage Advisory Committee are brought forward to General Committee, and to Council.

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2.3 Review of Application by Heritage Planning

- 1) After issuing a Notice of Receipt, Heritage Planning will review the Heritage Permit Application and either:
 - a) Approve the Application;
 - b) Approve with Conditions; or
 - c) Refuse the Application.
- 2) Notice will be sent to the Applicant regarding the Decision.
- 3) If the Application is refused, they may wish to Appeal to the Conservation Review Board or Ontario Municipal Board (Refer to the Appeal Process).

2.4 Review of Application by Heritage Advisory Committee

- 1) Planning staff will prepare a report detailing the Heritage Permit Application for consideration by the Heritage Advisory Committee.
- 2) Recommendations made by the Heritage Advisory Committee are forwarded to the General Committee Meeting.
- 3) Council reviews the recommendations of the Heritage Advisory Committee and General Committee and will make the final decision to either:
 - a) Approve the Application;
 - b) Approve with Conditions; or
 - c) Refuse the Application.
- 4) The Applicant can either:
 - a) Accept the approval;
 - b) Accept the Approval with Conditions OR appeal; or
 - c) Accept the refusal OR appeal.

2.5 The Appeal Process

If a Heritage Permit is refused by Council, the Applicant has the option of appealing to the Conservation Review Board or the Ontario Municipal Board.

Appeals relating to **heritage permits to alter the property** are received by the Conservation Review Board, a tribunal whose decision is non-binding.

Appeals relating to **heritage permits to demolish or remove a structure** are received by the Ontario Municipal Board, a tribunal whose decision is binding.

Applicants appealing to the Conservation Review Board under Section 34.1(1) or Section 42 (7) of the *Ontario Heritage Act* must appeal the Council's decision within 30 days of the owner receiving the Notice of Council's Decision.

3.0 RESOURCES

3.1 Introduction

Heritage conservation initiatives are often misinterpreted or misunderstood. The following information is intended to help understand the general intent of heritage conservation and to draw attention to the policies which govern heritage conservation in the Province of Ontario.

3.2 Heritage Designation and Property Values

Recent studies have proven that heritage designation and property values have a positive relationship. For example, Robert Shipley evaluated almost 3,000 properties in 24 communities in Ontario, where no negative effect on property values and heritage designation could be found. According to Shipley (2000),

“Historic designation of properties under the Ontario Heritage Act does not in itself have any demonstrable negative effect on the value of those properties. In assessing the sales history trends of properties where a random distribution of patterns across the spectrum can be expected, the performance of designated properties is conclusively at or above average in all but one of the communities studied.”

Heritage resources are available to read on the Town’s website.

3.3 *Ontario Heritage Act, R.S.O. 1990, c. O.18*

The *Ontario Heritage Act* is what gives municipalities the power to designate and manage properties of cultural heritage value or interest. The *Ontario Heritage Act* is available to read online or can be downloaded from the Town’s website.

3.4 Ontario Heritage Tool Kit

The Ontario Heritage Tool Kit presents user-friendly explanations of *the Ontario Heritage Act*. The Tool Kit is available to read online or can be downloaded from the Town’s website.

3.5 Standards and Guidelines for the Conservation of Historic Places in Canada

The Standards and Guidelines for the Conservation of Historic Places in Canada provides guidelines for heritage conservation, preservation, restoration, and rehabilitation best practices. This resource is available to read online or can be downloaded from the Town's website.